

Updating Your Invoice Workbook & Submitting the First ARPA Invoice

January 2022



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DFS Division of
Family Services

Office of Family Violence

Overview of Steps

1. Open your Invoice Workbook and approved ARPA Budget
2. Refamiliarize yourself with the ARPA invoice and budget tabs of the workbook, beginning in October
3. Fill out the ARPA BUDGET tab to reflect your ARPA budget
4. Fill out the January ARPA tab (personnel and worksheet forms)
5. Ensure that the January ARPA invoice tab includes all expenses from October through December 2021 (Do not edit previously submitted invoices)
6. Submit PDF January worksheet and invoice to: ofv.invoices@dss.virginia.gov

1: Open your Invoice Workbook and approved ARPA Budget



ARPA SSS DV FY22 Monthly Invoice Workbook



Att. E. ARPA Budget

2. Refamiliarize yourself with the workbook

- Instructions tab
- BUDGET tab
- ARPA BUDGET tab
- ARPA sheets, beginning in October

Excel spreadsheet showing the 'FY 2022 Domestic Violence Budget - Supplemental ARPA Funds' worksheet. The spreadsheet is on the 'BUDGET' tab. It contains a table with columns for 'Program Name', 'ARPA Budget', and 'Match'. The table lists various budget items like SALARIES, EMPLOYEE BENEFITS, OFFICE RENT, etc., with their respective budget amounts and match amounts. The total budget is \$0.00 and the total match is \$0.00.

| Program Name | ARPA Budget | Match |
|--------------------------|-------------|-------------|
| SALARIES | \$ - | \$ - |
| EMPLOYEE BENEFITS | \$ - | \$ - |
| OFFICE RENT | \$ - | \$ - |
| OFFICE & PROGRAM | \$ - | \$ - |
| EQUIPMENT | \$ - | \$ - |
| SUBAWARDS | \$ - | \$ - |
| TRAINING/ TRANSPORTATION | \$ - | \$ - |
| OTHER (Total) | \$ - | \$ - |
| INDIRECT COSTS | \$ - | \$ - |
| Total | \$ - | \$ - |

3. Fill out the ARPA BUDGET tab to reflect your ARPA budget

- The program name, contract number, PO number, Fed ID should be pre-populated
- Fill in the budget allocations for each category (e.g. salaries, benefits, etc.)
- The total amount should match the ARPA Award, both cells will auto-calculate.

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Paragraph Alignment Number Styles Cells Editing

SECURITY WARNING Application add-ins have been disabled. Enable Content

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1 Please enter your approved ARPA Budget on this form to populate the monthly worksheets.

2 **FY 2022 Domestic Violence Budget - Supplemental ARPA Funds**

3 Program Name **STOP THE VIOLENCE**

4 Contract Number Contract Number here

5 eVA Purchase Order PO number here

6 Fed ID # Fed ID number here

7 ARPA Award \$ 10,000.00

8

9 ARPA Budget Match

10 SALARIES \$ 5,000.00 \$ -

11 EMPLOYEE BENEFITS \$ - \$ -

12 OFFICE RENT \$ - \$ -

13 OFFICE & PROGRAM \$ 5,000.00 \$ -

14 EQUIPMENT \$ - \$ -

15 SUBAWARDS \$ - \$ -

16 TRAINING/ TRANSPORTATION \$ - \$ -

17 OTHER (Total) \$ - \$ -

18 INDIRECT COSTS \$ - \$ -

19 **Total** \$ 10,000.00 \$ -

20

Instructions BUDGET ARPA BUDGET July Additional Info July Invoice Due 8-15 August August Invoice Due 8-15 Sep ...

Ready

| FY 2022 DOMESTIC VIOLENCE INVOICE WORKSHEET | | | | | | | | | |
|---|--------------------|----------------------|-----------------|--------------------------|-------------------------|--------------------------|-------------------------|----------------------|--------|
| Division Name | Unit ID (Required) | | Case Number | | Case Date (MM/YY) | | Invoice Date (MM/YY) | | Page |
| Contract Number | Prepaid | | Contract Number | | Contract Period (MM/YY) | | Contract Period (MM/YY) | | Page |
| Contract Description | | Contract Description | | Contract Description | | Contract Description | | Contract Description | |
| DOCKET | | DEFENDERS FEE | | YEAR-TO-DATE | | BALANCE | | | |
| UNIT FEE | Unit | UNIT FEE | Unit | UNIT FEE | Unit | UNIT FEE | Unit | | |
| | | | | | | | | | |
| Security | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Protections Officer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Office of Program | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Recovery | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subsistence | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Training/Consultation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other/Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Unpaid Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | Return to Court | | Return to Court | | | |
| | | | | Calculation Confirmation | | Calculation Confirmation | | | |
| | | | | | | | | | |

5. Complete the January worksheet and invoice

- Complete date of request, address, period of invoice (dates)
- Enter signatory's title and typed first/last names
- Sign the sheet

| MONTHLY INVOICE | | | | | |
|--|-------------------------|--------------------------------|-----------------------------------|------|--------|
| Sub-Grant: Domestic Violence Prevention and Services | | | | | |
| SIGNED, SCANNED INVOICES AND WORKSHEETS ARE TO BE EMAILED TO THE OFFICE OF FAMILY VIOLENCE: OFV.Invoices@dcss.virginia.gov | | | | | |
| Sub-grant Number | pre-populated | Date of Request | 2/1/2022 | | |
| Sub-grantee Name: | STOP THE VIOLENCE | | Period Covered by this Request | | |
| | | From: | To: | | |
| | Address: | 10/1/21 | 1/31/22 | | |
| eVA Purchase Order: | 123 No Violence Lane | Federal Identification Number: | | | |
| | Virginia City, VA 00000 | 54-1101180 | | | |
| | | | | | |
| SUB-GRANT AMOUNT | | | | | |
| Total Sub-grantee Award Including ARPA Funds (A) | | \$100,000.00 | | | |
| Less: Previous Amount Requested YTD (B) | | \$0.00 | | | |
| (A-B) Available Amount of Award (C) | | \$170,000.00 | | | |
| Less: Amount Now Requested (D) | | \$3,500.00 | | | |
| (C-D) Remaining Sub-grant Balance (E) | | \$96,500.00 | | | |
| CERTIFICATION | | | | | |
| I certify that, to the best of my knowledge, the information above is correct, that no expenditures have been allocated to any other program, that all expenditures have been made in accordance with the sub-grant conditions, that payment is due, and that payment has not previously been requested. | | | | | |
| First and Last Name Signed here (e-signatures are okay) | | Signatory's Title | First and Last Name Typed Here | | |
| Signature of Authorized Official | | Title | Typed Name of Authorized Official | | |
| APPROVAL | | | | | |
| Date Received | | | | | |
| Cost Code | Fund/project | Amount | Cost Code | Fund | Amount |
| 90801 | 1000 / 80051 | | 96001 | 100 | |
| 90801 | 1370 / 70113 | | 96601 | 1000 | |
| 96001 | 1000 | | 96601 | 100 | |
| | | | | | |
| VDSS Signature | | Title | | Date | |

5. Submit PDF both worksheets and invoice

- PDF signed January ARPA tab (personnel expense and invoice worksheets)
- PDF signed January tab (personnel expense and invoice worksheets)
- PDF signed January Invoice
- Combine all three PDFs and email to: ofv.invoices@dss.virginia.gov



A Few ARPA FAQs

1. Do I need to copy my OFV contracts administrator when I email invoices to ofv.invoices@dss.virginia.gov? No, we ask that you only send the invoice to the specified email address. This ensures the OFV team has access to the invoice in the case of staff leave and keeps the administrator inboxes less full.
2. How can I update a locked cell in my invoice workbook? Workbooks can only be unlocked by OFV staff, so please contact your administrator for assistance.
3. How many amendments can I make to my ARPA budget? There is a 2 modification limit to your full DSS budget, per fiscal year. The ARPA budget modification does not offer opportunities for additional modifications.
4. How can I submit a budget amendment? There is an amendment tab in your FY22 Budget (excel version). All amendments are due by the 15th of the month prior to the proposed effective date. The last day for all amendments is April 15th.

Contact your OFV contract administrator
directly with any other questions!

Thank you!



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